



3100 Belmont Blvd. Suite 100 * West Richland, WA 99353 * www.westrichland.org
Finance Department * (509) 967-3431 * FAX (509) 967-5706

Utility Billing Agreement For Residential Rental Property

Service Address: _____ Effective Date: _____

Billing Name: Owner/Occupant

Property Management Company & Address (If applicable): _____

Legal Owner: _____

Owner's Address: _____

Home Ph: (____) _____ - _____

Cell Ph: (____) _____ - _____

E-Mail Address: _____

By signing below, I swear that I am the legal owner of the above-listed property and that I understand and agree to abide by the policies on the reverse side of this form.

Signature: _____

Date: _____

Notarization required when form is completed outside of office.

SUBSCRIBED AND SWORN to before me this _____ day of _____, _____

NOTARY PUBLIC in and for _____,

Residing at: _____

My commision expires: _____

D/L _____ Verified By: _____ *City Use Only*

This original form with signatures from the notary and owner must be returned to the Finance Department by the 25th of the month prior to which it is to take effect. If any part of this form is incomplete or unsigned, or the City does not receive the original, the requested changes will not be implemented. Consideration will not be given on an owing balance as a result of delays in completing or submitting this form.



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Utility Billing Policies for Residential Rental Properties

1. All owners of property shall remain ultimately and legally liable for the payment of any and all utility charges to the premises, including balances and past due charges incurred by tenants. Any agreement the owner has with a tenant regarding the payment of utilities is an agreement between the owner and tenant only and does not release the owner from this responsibility.
2. This form serves only as authorization from the owner for the City to send billing statements to a tenant or property manager as a courtesy. If an owner wishes to grant rights to a tenant or manager to make changes to an account, a separate letter specifying the rights being granted must accompany this form.
3. The City will not put utility bills in a tenant's name under any circumstances. The billing name will be listed as "OWNER/OCCUPANT" and will be mailed to the premise address. The City will not send bills to a tenant at any location other than the premise, including post office boxes.
4. This agreement can only be removed from an account by request of the property owner. If this agreement is removed, a new form must be completed as the City will not reinstate a previous agreement.
5. Duplicate copies of late notices will be mailed to the property owner unless otherwise requested. An owner can call and request copies of bills at any time.
6. The City does not perform a meter read or pro-rate utility bills when a tenant vacates a property. The owner is responsible for providing tenants with an estimated final bill and ensuring that it is paid. The City does not forward bills to a tenant when they move from a property. Owners may call and request assistance in calculating a pro-rated utility bill when a tenant vacates.
7. Owners are responsible for the billing status of their rental properties, and should always check the status immediately upon a vacancy. Mail returned from a vacant property will not be forwarded to the owner. Delinquency and water turn-off will result in additional fees, regardless of vacancy or tenant changes.
8. The owner is responsible for informing tenants of all services provided by the City, as well as City policies regarding the water, sewer, and sanitation services. The City will provide an informational sheet detailing the billing cycle, payment options, and the covered services upon request.

I have read the above policies, and I understand that I am responsible for all bills on this property while I am the legal owner, regardless of where I have asked the City to send billing statements, or any agreements that I have made with my tenants.

Signature: _____

Date: _____